# Purpose Scope Objective:

The purpose of this document is to provide guidance on the role and responsibilities of the position of Chapter President for current and future Chapter Executive Committee members.

# Roles and Responsibilities:

The Chapter President is an elected officer of the Chapter and is responsible for the overall operations of the Chapter. Three of the top key elements to success of this Executive Committee position include:

* Continually plays down egos, even when engaged in passionate discussions and decisions
* Contribute significant voluntary time and effort to make the Chapter successful
* Act as a steward of the Chapter’s finances, committing resources with purpose and judgement

The duties of Chapter President include:

1. Take the appropriate web based training for the position of President as prescribed by Society on the ASSP website
2. Attend the Society level Leadership Conference in October (funded by the Chapter) to better understand the roles and responsibilities as a Chapter officer if not previously attended
3. Ensure all Chapter officers have taken their appropriate training for their position via the Society website
4. Ensure the Chapter performs all the necessary reporting to Society and IRS per the Chapter Bylaws
5. Encourage Chapter Executive Committee members to participate and perform their respective roles and duties, to include mentoring and/or supporting each position
6. Fill vacancies in both officer and chair positions as needed
7. Kick off the Chapter year with a strategic planning meeting, reviewing the COMT to help establish goals for the Chapter year

# Procedures:

## Monthly General Technical or Social Meeting:

* 1. Ensure that the appropriate executive committee member or chair has made arrangements to have equipment ready at each meeting (e.g. laptop, projector, screen, banner, registration list, receipts and badges, meeting evaluations and marketing materials, certificates, speaker bio., GoToWebinar set up, etc.)
	2. Open the meeting with welcome and introductions and ensure timely completion
	3. As necessary, provide updates from Society and chapter progress on goals
	4. Provide for a positive meeting experience

## Monthly Executive Committee Meeting:

1. Schedule monthly executive committee meetings, to include GoToMeeting access to allow for maximum attendance
2. Prepare the agenda for, lead and facilitate the monthly Executive Committee meeting (approximately 1 hr meeting)
3. Ensure a quorum is present to ensure that decisions made and actions taken agree with the Chapter Bylaws or postponed until a quorum is established
4. Follow the established agenda to ensure all pertinent business is discussed and decisions are made with the Executive Committee

 **Special Projects, Strategy Planning and Executive Committee Transition Meetings:**

1. Schedule, lead and facilitate a Strategy Planning meeting with the executive committee and chairs to set annual goals and review COMT, to kick off the new ASSP year no later than July.
2. Schedule special project meetings, when necessary
3. Schedule and facilitate a year-end (June) Executive Committee Transition Meeting with current and incoming officers.

## General Duties:

a. Participate as needed during the annual Symposium to represent the Chapter and support the President-Elect.

1. Attend the Regional Operating Committee meetings for Region 1 (ROC1) twice during the administrative year (spring and fall) to represent the Chapter
2. Ensure all required Chapter reports (Chapter Officer Report, Finance Report, Tax Filings, Bylaws update, Chapter Performance Report, etc.) are completed and submitted on time
3. Utilize the COMT

# Resources:

Agenda for the monthly General meeting

Agenda for the monthly Executive Committee meeting Chapter website

Chapter Calendar

COMT

Executive Committee members and chairs

SJCOGs

Society website – Officer Central Society staff

Region 1 Vice President (RVP)

# Continuous Improvement:

This document will be updated annually by the President and submitted to the Past President and Executive Committee at the annual transition meeting.